



TANF 706-2

EMPLOYMENT and TRAINING

Subsidized Employment

Supersedes:	New
References:	DRA 2005; 45 CFR 261.2-261.30; 45 CFR 261.70; Possibly ARM 37.78.807
TANF EMPLOYMENT and TRAINING POLICY	
Overview:	<p>TANF-eligible clients may be placed in Subsidized Employment. Subsidized Employment placements are available at the contractor's discretion within their budget.</p> <p>Placements are in public or private sector jobs, and TANF or other public funds provide subsidies to employers to offset some or all of their expenses (wages and cost of maintaining the job). Subsidies cannot reimburse overtime.</p> <p>These placements should lead to steady, ongoing employment or provide sufficient training for the client to gain steady, ongoing employment.</p>
EMPLOYMENT CONTRACT	<p>A written employment contract, between the employer, client and contractor, must accompany every placement.</p> <p>The employment contract must include the:</p> <ol style="list-style-type: none">1. Required number of training hours for the client to reach an agreed upon skill level;2. Specific skills and knowledge client will gain during training; and3. Subsidy rate and schedule.
PLACEMENT LIMITATIONS	Placements cannot exceed 8 hours per day/40 hours per week.
PLACEMENT REQUIREMENTS	<p>Placements must meet or exceed the prevailing wage, hour and employment condition standards for employees/trainees in similar jobs.</p> <p>The contractor/subcontractor or employer must act as the employer of record.</p> <p>The contractor must monitor the work site on a regular basis.</p>
INAPPROPRIATE PLACEMENTS	<p>The following placements are not appropriate:</p> <ul style="list-style-type: none">• With any employer in violation of local, state or federal labor laws;• Within the contractor's agency;• For occupations:<ul style="list-style-type: none">○ With high labor turnover;○ Dependent on tips and/or commission without a base wage;○ With high numbers of experienced/able workers presently unemployed in the local job market;○ In an entry level job where no prior experience is required;• Out of state placements• Placements with abnormal labor conditions (e.g., strike, lockout or similar conditions) at the business or its affiliates.
EFFECTIVE DATE:	January 2017

